

# PRIVACY NOTICE INFORMATION

Thank you for visiting the Public Disclosure Commission website and reviewing our Privacy Notice. This notice addresses collection, use and security of, and access to information that may be shared through use of the Public Disclosure Commission website. This notice covers the following topics:

- Information Collected and How it is Used
- Personal Information and Choice
- Public Disclosure
- Access and Correction of Personal Information
- Cookies
- Security
- Disclaimer
- Contact Information

## **Information Collected and How it is Used**

If you do nothing during your visit to the Public Disclosure Commission website but browse or download information, we automatically collect and store the following information about your visit:

1. The Internet Protocol Address and domain name used. The Internet Protocol address is a numerical identifier assigned either to your Internet service provider or directly to your computer. We use the Internet Protocol Address to direct Internet traffic to you;
2. The type of browser and operating system you used;
3. The date and time you visited this site;
4. The web pages or services you accessed at this site; and
5. The web site you visited prior to coming to this web site.

The information we automatically collect and store is used to improve the content of our web services and to help us understand how people are using our services. Our staff analyzes our website logs to continually improve the value of the materials available on our site. Our website logs are not personally identifiable, and we make no attempt to link them with the individuals that browse the Public Disclosure Commission website.

***The Public Disclosure Commission web site is a general audience site and we do not knowingly collect any personal information from children.*** Users are cautioned that the collection of personal information requested from or volunteered by children on-line or by email will be treated the same as information given by an adult, and may be subject to public access

If during your visit to the Public Disclosure Commission site you participate in a survey, send an e-mail or fill out an on-line form, the following additional information will be collected:

1. The e-mail address and contents of the e-mail; and
2. Information volunteered in response to a survey.
3. Information volunteered through an on-line form for any other purpose.

The information collected is not limited to text characters and may include audio, video, and graphic information formats you send us. The information is retained in accordance with Chapter 40.14 RCW, Preservation and Destruction of Public Records.

We use your e-mail to respond appropriately. This may be to respond to you, to address issues you identify, to further improve our web site, or to forward the e-mail to another agency for appropriate action. Survey and other on-line form information are used for the purpose designated.

Unauthorized attempts to upload information or change information on this service is strictly prohibited and may be punishable under the state Computer Trespass law (RCW 9A.52.110) and federal statutes, including the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act.

### **Personal Information and Choice**

"Personal information" is information about a natural person that is readily identifiable to that specific individual. Personal information includes such things as an individual's name, address, and phone number. A domain name or Internet Protocol address is not considered personal information.

We collect no personal information about you unless you voluntarily participate in an activity that asks for information (i.e. sending an e-mail). If you choose not to participate in these activities, your choice will in no way effect your ability to use any other feature of the Public Disclosure Commission website.

If personal information is requested on the web site or volunteered by the user, state law and the federal Privacy Act of 1974 may protect it. However, this information is a public record once you provide it, and may be subject to public inspection and copying if not protected by federal or state law.

Users are cautioned that the collection of personal information requested from, or volunteered by children on-line or by e-mail will be treated the same as information given by an adult, and may be subject to public access.

## **Public Disclosure**

In the State of Washington, laws exist to ensure that government is open and that the public has a right to access appropriate records and information possessed by state government. At the same time, there are exceptions to the public's right to access public records that serve various needs, including the privacy of individuals. Exceptions are provided by both state and federal laws.

All information collected at this site becomes public records that may be subject to inspection and copying by the public, unless an exemption in law exists. [RCW 42.17.260\(1\)](#) states that

Each agency, in accordance with published rules, shall make available for public inspection and copying all public records, unless the record falls within the specific exemptions of subsection (6) of this section [RCW 42.17.260(6)], RCW 42.17.310, 42.17.315, or other statute which exempts or prohibits disclosure of specific information or records. To the extent required to prevent an unreasonable invasion of personal privacy interests protected by RCW 42.17.310 and 42.17.315, an agency shall delete identifying details in a manner consistent with RCW 42.17.310 and 42.17.315 when it makes available or publishes any public record; however, in each case, the justification for the deletion shall be explained fully in writing.

In the event of a conflict between this Privacy Notice and the Public Records Act or other law governing the disclosure of records, the Public Records Act or other applicable law will control.

In addition, information presented by the government on this web site is considered public information and may be distributed or copied. Use of lists of individuals or directory information provided on this site for commercial purposes is prohibited under RCW 42.17.260(9). In the absence of a statutory definition of 'commercial purposes', the Attorney General of Washington views the prohibition as being broad in its application, given that "(t)here is nothing contained in the Act that distinguishes between different types of commercial purposes."

Moreover, in the opinion of the Attorney General, "(w)hile the statute clearly encompasses a commercial purpose which involves direct contact of the individual's named in a list, we do not believe the scope of the term 'commercial purpose' is limited to situations in which individuals are directly contacted or personally affected." (AGO 1998 No. 2)

## **Access and Correction of Personal Information**

You can review any personal information we collect about you. You may recommend changes to your personal information you believe in error by submitting a written request that credibly shows the error. If you believe that your personal information is being used for a purpose other than what was intended when submitted, you may contact us. In all cases, we will take reasonable steps to verify your identity before granting access or making corrections. See Contact Information section.

## **Cookies**

To better serve our users we are now using "cookies" to customize your browsing experience with the Public Disclosure Commission website. Cookies are simple text files stored on your computer by your web browser. They provide a method of distinguishing among visitors to the Public Disclosure Commission website.

Cookies created on your computer by using this web site do not contain personally identifying information and do not compromise your privacy or security. We use the cookie feature only to store a randomly generated identifying tag on your computer. You can refuse the cookie or delete the cookie file from your computer by using any of the widely available methods.

## **Security**

The Public Disclosure Commission has taken several steps to safeguard the integrity of its telecommunications and computing infrastructure, including but not limited to authentication, monitoring, auditing, and encryption. Security measures have been integrated into the design, implementation and day-to-day practices of the entire PDC operating environment as part of its continuing commitment to risk management.

This information should not be construed in any way as giving business, legal, or other advice, or warranting as fail proof, the security of information provided via PDC supported web sites.

## **Disclaimer**

The Public Disclosure Commission website has links to other web sites. When you link to another site, you are no longer on the Public Disclosure Commission website and this Privacy Notice will not apply. When you link to another web site, you are subject to the privacy policy of that new site.

Neither the State of Washington, nor any agency, officer, or employee of the State of Washington warrants the accuracy, reliability or timeliness of any

information published by this system, nor endorses any content, viewpoints, products, or services linked from this system, and shall not be held liable for any losses caused by reliance on the accuracy, reliability or timeliness of such information. Portions of such information may be incorrect or not current. Any person or entity that relies on any information obtained from this system does so at his or her own risk.

**The Public Disclosure Commission reserves the right to revise and update this Privacy Notice at any time by posting such revised Privacy Notice at the Public Disclosure Commission home page**

**Public Disclosure Commission Contact Information**

To access your personally identifiable information we collect, if any, or request correction of factual errors in your personally identifiable information, contact Doug Ellis at the Public Disclosure Commission at 711 Capitol Way, Rm 206, PO Box 40908, Olympia, Washington 98504-0908 or telephone (360) 753-1111, or e-mail [dellis@pdc.wa.gov](mailto:dellis@pdc.wa.gov).

To offer comments about the Public Disclosure Commission website, or about the information presented in this Privacy Notice, you can contact the Public Disclosure Commission:

Toll Free: 1-877-601-2828  
By Fax: (360) 753-1112  
By Mail: Doug Ellis  
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